

## Vendor Registration

# Overview & Highlights

### Important Notes to keep in mind:

- Review “**Project Description**” and any posted “**Public Notices**”
- Review, download and fill out all “**Supporting Documentation**” and “**Requested Information**” well in advance.
- We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission

## Quick Resources

### Video Walkthrough

**Detailed training:** Check out our full training video on the [Vendor Registration](#) process.

**Quick Video:** Check out our high-level overview video, which contains a walkthrough of the [Vendor Registration and Submission](#) process.

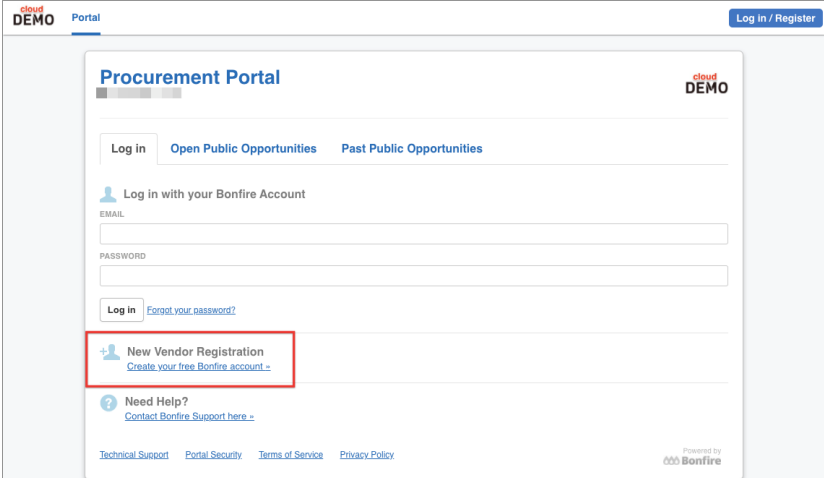
### Bonfire Resources/Articles:

- [Vendor Registration](#)
- [How do I confirm my account?](#)
- [Why can't I save my Vendor Details during Registration?](#)
- [How do I confirm my account?](#)
- [How do I upload my vendor documents during registration?](#)

# Vendor Registration Process

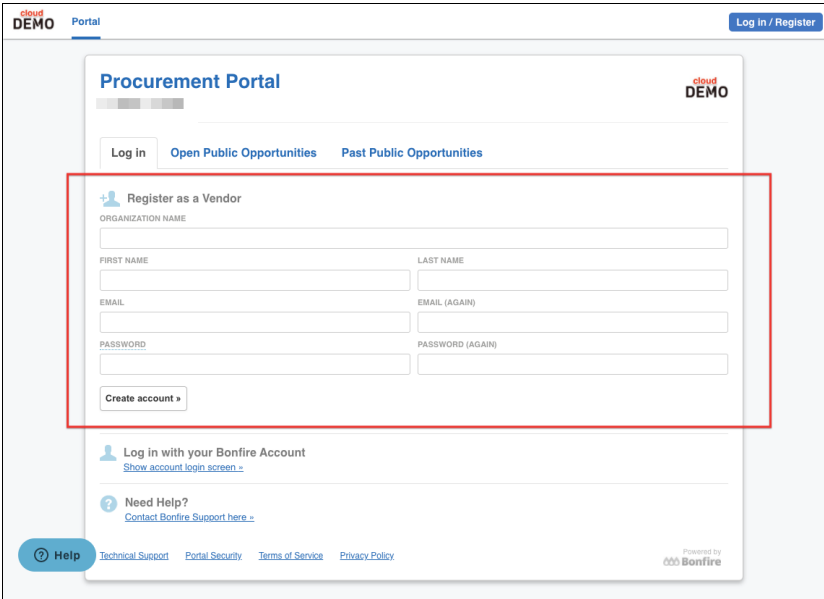
## Account Creation

- ❑ Navigate to the Procurement Portal of the organization you'd like to register with and click on **“New Vendor Registration.”**



The screenshot shows the 'Procurement Portal' login page. At the top, there are links for 'Log in', 'Open Public Opportunities', and 'Past Public Opportunities'. Below these, there is a section for logging in with a Bonfire account, including fields for 'EMAIL' and 'PASSWORD', and a 'Log in' button. A red box highlights the 'New Vendor Registration' link, which says 'Create your free Bonfire account >'. Below this, there is a 'Need Help?' section with a link to 'Contact Bonfire Support here >'. At the bottom, there are links for 'Technical Support', 'Portal Security', 'Terms of Service', and 'Privacy Policy'. The page is branded with 'cloud DEMO' and 'Bonfire'.

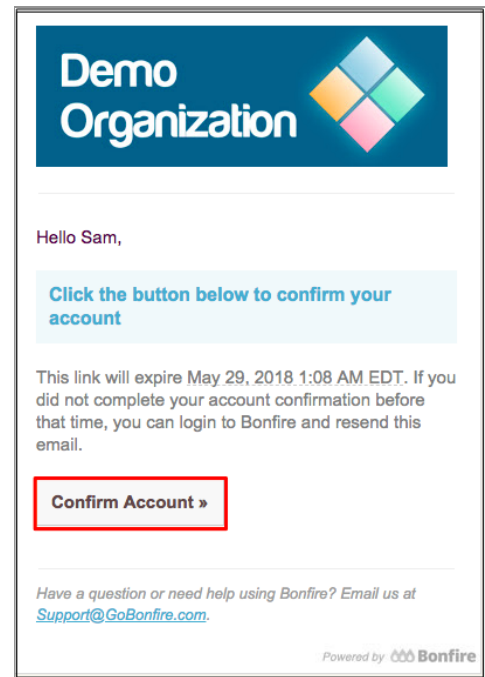
- ❑ Fill in required fields and click **“Create Account.”** After creating your account, you will be prompted to confirm your account.



The screenshot shows the 'Procurement Portal' registration page. At the top, there are links for 'Log in', 'Open Public Opportunities', and 'Past Public Opportunities'. Below these, there is a section for logging in with a Bonfire account, including fields for 'EMAIL' and 'PASSWORD', and a 'Log in' button. A red box highlights the 'Register as a Vendor' section, which includes fields for 'ORGANIZATION NAME', 'FIRST NAME', 'LAST NAME', 'EMAIL', 'EMAIL (AGAIN)', 'PASSWORD', and 'PASSWORD (AGAIN)', and a 'Create account >' button. Below this, there is a 'Need Help?' section with a link to 'Contact Bonfire Support here >'. At the bottom, there are links for 'Technical Support', 'Portal Security', 'Terms of Service', and 'Privacy Policy'. The page is branded with 'cloud DEMO' and 'Bonfire'.

## Confirming your Account

- ❑ Check the mailbox for the email you used to register your account and follow the instructions.
  - ❑ Clicking “**Confirm Account**” will redirect you to Bonfire and allow you to continue the registration process.



## Completing Registration

### Custom Fields and Documentation

- ❑ Fill out all the required fields (with red asterisk), select a **Vendor Type** (if applicable) and make sure to check for any **Custom Fields** that were set up by the Purchasing Organization.

A screenshot of a registration form with a sidebar on the left showing progress steps: Step 1: Account Confirmation (completed), Step 2: Account Information (current), Step 3: Documentation, Step 4: Commodity Codes, and Registration Complete. The main form area contains various input fields. A red arrow labeled '1' points to a 'Legal' button under the 'Select Your Vendor Types' section. Another red arrow labeled '2' points to a 'Custom Fields' link with a warning icon, located above the 'Vendor Name' field. The form includes fields for Vendor Name (TIMEPOINT Ltd), Address Lines (Test 123), Contact Information (Sam Smith), City (City), State/Province, Postal/Zip Code (12345), and Country. Required fields are marked with a red asterisk.

- ❑ If the Purchasing Organization has required **Documentation** set up for the registration process, you will be prompted to provide the documentation. If Documentation is optional or not provided, you can navigate to the next step from the left-hand menu.

- ❑ If no documentation is required and you see a message that says, "There are no Requested Documents at this time", you can proceed to the next step by clicking it on the left sidebar.

## Commodity Codes

- ❑ Commodity Codes are used for classification purposes. If they are listed as "Optional" in the sidebar, then you only need to add codes if you are interested in being matched to future bid opportunities.

Code	Title	Description	Add
10	Live Plant and Animal Material and Acces...	This segment includes live, wild and dom...	+
11	Mineral and Textile and Inedible Plant and...	This segment includes unprocessed mate...	+
12	Chemicals including Bio Chemicals and ...	This segment includes inorganic and orga...	+
13	Resin and Rosin and Rubber and Foam a...	This segment includes rubber and plastic ...	+
14	Paper Materials and Products	This segment includes paper used for co...	+
15	Fuels and Fuel Additives and Lubricants a...	This segment includes natural occurring a...	+

## Registration Complete

- ❑ Once you have completed all of the steps and a green checkmark appears to each step in the sidebar, you will see a green Success and can continue navigating through Bonfire.

